

Navy Electronic Commerce Online

https://www.neco.navy.mill

VENDOR USER GUIDE

- NECO is User Friendly and Inexpensive to use
- A "Cradle to Grave Process" from solicitation to quote to award
- Utilizes commercially available technology
- Requires only a PC with a modem and Internet Service
- View NECO files on the Internet or in EDI from your Value Added Network (VAN)

NECO Help Desk

Available 8 AM – 5 PM EST 1.800.503.6326 (NECO)

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1 Conditions, Restrictions and Disclaimers

<u>NECO</u> is provided as a public service by the Naval Supply Systems Command (NAVSUP) procurement automation branch in Mechanicsburg, PA. Its purpose is to provide information that NAVSUP deems relevant to the Department of the Navy community, its industry partners, and the general public.

Use of NECO does not provide access to all Federal, Department of Defense (DoD), nor Department of the Navy procurement opportunities. NECO contains a listing of active synopses, Requests for Proposal (RFP) and Requests for Quote (RFQ) made available by the participating sites. See Command/Sites on Registration and Business Opportunities pages. There are presently 118 buy activities. There are presently 30,209 vendors registered in NECO.

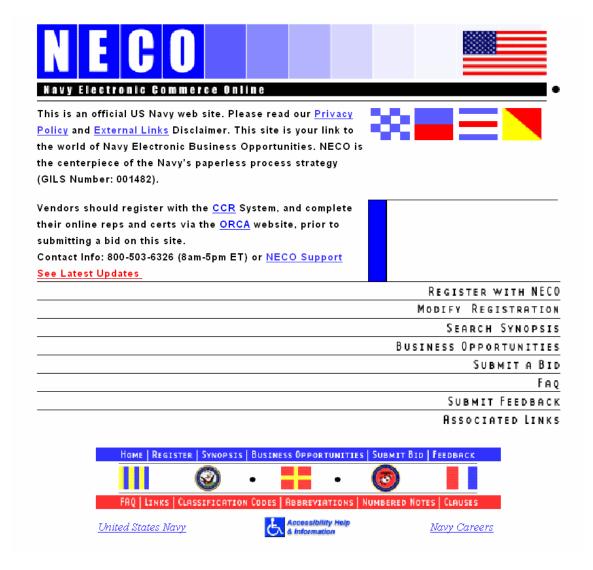
The use of the NECO web site to submit a response to an RFQ does not guarantee an award of a Purchase Order or Contract.

External Links Disclaimer

The appearance of hyperlinks does not constitute endorsement by the United States Navy of the web sites found at those links or the information, products or services contained therein. For other than authorized activities such as military exchanges and Morale, Welfare and Recreation sites, the United States Navy does not exercise any editorial control over the information you may find at these sites. Such links are provided consistent with the stated purpose of this DoD web site.

Accessibility Help & Information

Help Us Help You: We are continually working to ensure that this website is accessible to everyone, in compliance with Section 508 of the Rehabilitation Act (29 USC 794d). If you find a problem that prevents access, please contact us by sending an e-mail to the NECO Webmaster, webmaster.neco@targetsystems.us. Information that cannot be accessed will be provided in an accessible format.



2 Getting Started

NECO is your link to the world of Navy Electronic Business Opportunities. It is the centerpiece of the Navy's strategy to convert to paperless processes in accordance with DoD direction. Navy and Marine solicitations are accessible online for supplies, services and materials. NECO delivers daily emails each morning to inform you of procurement opportunities based on vendor profile. A vendor may submit their bid/quote on line, it is then forwarded to the appropriate buying activity for submission. Awardees are notified via email. The NECO Help Desk (800-503-6326) provides excellent technical and customer support 8am to 5pm daily, Monday through Friday ET. NECO also links to FedBizOpps.

Vendors are encouraged to utilize the Online **Representations and Certifications Application** (**ORCA**) as mandated by the Federal Acquisition Regulations (FAR) (effective 1 January 2005). This applies to all Contractors registered in the Central Contractor Registration (CCR).

2.1 CCR Vendor Registration



A vendor may search for solicitations on the <u>Business Opportunities</u> page or for a synopsis on the <u>Search Synopsis</u> page without a vendor registration. However, if a vendors wishes to submit a bid for a particular solicitation on NECO, they must first register with NECO to receive a password. A password will be emailed to the vendor upon completion. A vendor must have their DUNS Number and Cage Code in order to register with NECO.

CCR Registration

All Vendors must be registered with CCR (Central Contractor Registration) to be eligible for award of government contract. A DUNS (Data Universal Numbering System) Number is a 9-digit number assigned to Vendors by Dun & Bradstreet. This number is required by CCR, who then issues a CAGE (Commercial and Government Entity) Code (5-digit, alpha-numeric identifier). Both a DUNS and CAGE are required to complete registration with NECO. Register with CCR by clicking the links located on the NECO homepage and Vendor Registration page. Select "Start New Registration."

2.2 CCR Website



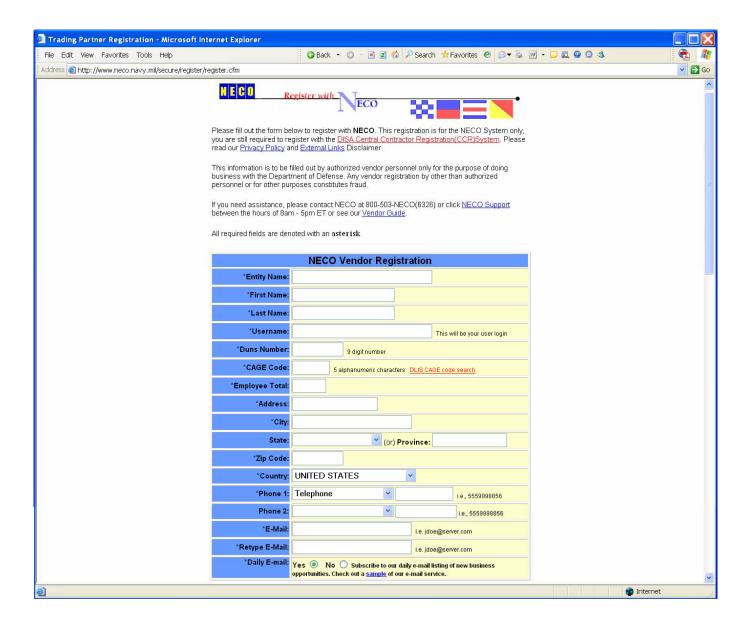
Vendor will be notified upon CCR confirmation.

When vendor's DUNS Number and Cage Code are known, they may proceed to register with NECO.

3 NECO Vendor Registration

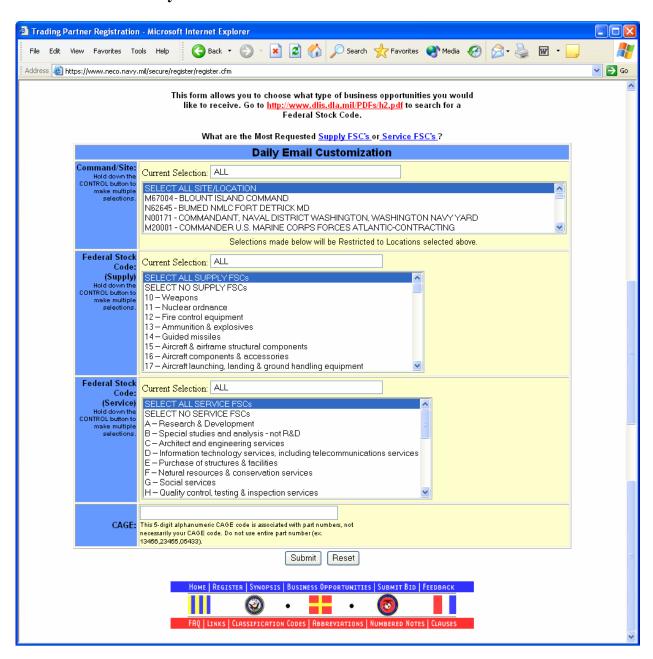
NECO Registration

Click "<u>Register with NECO</u>" on the homepage. Begin with your company/Entity name. As you fill out NECO Vendor registration, remember that asterisks signify required fields. Entry of valid information is vital as it will also appear on the Offeror's bid.



<u>NOTE</u>: Another valid reason for registering with NECO is to receive daily procurement notifications based on the vendor's profile of their company. Emails will be pushed to you the vendor.

3.1 Customized Daily Email



Daily Email Customization

When registering with NECO, Vendors may choose to receive Daily Procurement Offerings or notices of solicitations as they are posted to NECO. By default, ALL options are selected under Daily Email Customization. Vendors may choose selected Commands/Sites from which they wish to receive notices. However, it is best for the vendor to select "ALL" Command Sites to receive a wider range of activity Business Opportunities.

FSCs (Federal Supply Codes) reflect services and products which the company provides. (Go to https://www.dlis.dla.mil/PDFs/h2.pdf to view a detailed description of 4-digit FSCs). NECO generalizes these by using the FSG, or Federal Supply Group (only the first two digits of FSC). For example, a Vendor selecting 16 – aircraft components and accessories will be notified of all postings within the 1600s (1610, 1615, 1620, etc.). Using your mouse, select your first choice. Then, hold the Ctrl key if you wish to add or remove multiple selections.

<u>CAGE CODE</u> - This entry is for use by manufacturers whose part numbers begin with their CAGE Code. Buyers will sometimes indicate a Vendor's (Seller's) part number.

3.2 Command/Sites

View Commands/Sites and Federal Supply and Service Codes:

Commands currently posting to NECO:

N65886 - AVIATION DEPOT

M67004 - BLOUNT ISLAND COMMAND

M20001 - COMMANDER U.S. MARINE CORPS FORCES ATLANTIC-CONTRACTING

N62473 - DESERT IPT, NFEC SOUTHWEST

N69272 - ENGINEERING FIELD ACTIVITY SOUTHEAST, FLORIDA

N62472 - ENGINEERING FIELD ACTIVITY, NORTHEAST

N44255 - ENGINEERING FIELD ACTIVITY, NORTHWEST, WASHINGTON

N69272 - ENGINEERING FIELD ACTIVITY, SOUTHEAST

N62467 - ENGINEERING FIELD DIVISION, SOUTH

N68711 - ENGINEERING FIELD DIVISION, SOUTHWEST

N40345 - FISC DET SINGAPORE

N00206 - FISC JACKSONVILLE DET NEW ORLEANS

N60241 - FISC JACKSONVILLE FL

N68836 - FISC JACKSONVILLE FL

N68836 - FISC JACKSONVILLE, PENSACOLA DETACHMENT

N00189 - FISC NORFOLK CONTRACT OFFICE DEPARTMENT, ANNAPOLIS OFFICE

N00140 - FISC NORFOLK DET PHILADELPHIA

N00600 - FISC NORFOLK DET WASHINGTON

N00189 - FISC NORFOLK VA

N00189 - FISC NORFOLK, GROTON OFFICE

N00102 - FISC NORFOLK, PORTSMOUTH NAVAL SHIPYARD ANNEX

N00189 - FISC NORFOLK, PORTSMOUTH NAVAL SHIPYARD ANNEX

N00890 - FISC NORFOLK, PORTSMOUTH NAVAL SHIPYARD ANNEX

N00604 - FISC PEARL HARBOR

N00406 - FISC PUGET SOUND WA

N00244 - FISC SAN DIEGO CA

N62649 - FISC YOKOSUKA

N32434 - FISC YOKOSUKA DET OKINAWA

N68246 - FISC YOKOSUKA DET SASEBO

M87001 - HEADQUARTERS, 12TH MARINE CORPS DISTRICT

M67399 - MARINE CORPS AIR GROUND COMBAT CENTER 29 PALMS-RCO

M67865 - MARINE CORPS AIR STATION MIRAMAR - CONTRACTING OFFICE

M62974 - MARINE CORPS AIR STATION YUMA - CONTRACTING OFFICE

M67001 - MARINE CORPS BASE CAMP LEJEUNE - RCO

M00681 - MARINE CORPS BASE CAMP PENDLETON - RCO

M00318 - MARINE CORPS BASE HAWAII CONTRACTING OFFICE (KANEOHE BAY)

M62204 - MARINE CORPS LOGISTICS BASE BARSTOW - RCO

M67004 - MARINE CORPS LOGISTICS COMMAND ALBANY RCO

M67385 - MARINE CORPS RCO - MARFORPAC

M00264 - MARINE CORPS RCO - NORTHEAST REGION/QUANTICO/NATIONAL CAPITAL REGION

M00263 - MARINE CORPS RECRUIT DEPOT - ERR RCO

M67400 - MARINE CORPS REGIONAL CONTRACTING OFFICE FAR EAST

M67386 - MARINE CORPS REGIONAL CONTRACTING OFFICE MARINE CORPS SUPPORT ACTIVITY

M67854 - MARINE CORPS SYSTEMS COMMAND

M68909 - MARINE CORPS TACTICAL SYSTEMS SUPPORT ACTIVITY

N40025 - MID-ATLANTIC REGIONAL MAINTENANCE CENTER - NORFOLK, VA

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N62381 - MILITARY SEALIFT COMMAND, ATLANTIC, VIRGINIA 238/2
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N00033 - MILITARY SEALIFT COMMAND, DC

N62404 - MILITARY SEALIFT COMMAND, FAR EAST

N62383 - MILITARY SEALIFT COMMAND, PACIFIC, CALIFORNIA

N40443 - MSFSC SSU SAN DIEGO 570

N40442 - MSFSC VIRGINIA BEACH 238-2

N00168 - NATIONAL NAVAL MEDICAL CENTER (BMED)

N00204 - NAVAL AIR STATION PENSACOLA FL

N00019 - NAVAL AIR SYSTEMS COMMAND, 47123 BUSE RD, MD

N68936 - NAVAL AIR WARFARE CENTER WEAPONS DIVISION DEPT.1

N68936 - NAVAL AIR WARFARE CENTER WEAPONS DIVISION DEPT.2

N68936 - NAVAL AIR WARFARE CENTER WEAPONS DIVISION DEPT.3

N00421 - NAVAL AIR WARFARE CENTER, AIRCRAFT DIVISION, MARYLAND

N68335 - NAVAL AIR WARFARE CENTER, AIRCRAFT DIVISION, NEW JERSEY

N0464A - NAVAL EOD TECHNOLOGY DIVISION

N62470 - NAVAL FACILITIES ENGINEERING COMMAND ATLANTIC DIVISION, VIRGINIA

N62477 - NAVAL FACILITIES ENGINEERING COMMAND CHESAPEAKE DIVISION, DC

N62836 - NAVAL FACILITIES ENGINEERING COMMAND CONTRACTS FAR EAST YOKOSUKA JAPAN

N62766 - NAVAL FACILITIES ENGINEERING COMMAND CONTRACTS MARIANAS (GUAM)

N62472 - NAVAL FACILITIES ENGINEERING COMMAND NORTHERN DIVISION. PA

N62467 - NAVAL FACILITIES ENGINEERING COMMAND SOUTHERN DIVISION, SC

N62742 - NAVAL FACILITIES ENGINEERING COMMAND, PACIFIC DIVISION, HAWAII

N68096 - NAVAL HOSPITAL (GUAM)

N61337 - NAVAL HOSPITAL BEAUFORT

N68095 - NAVAL HOSPITAL BREMERTON

N68084 - NAVAL HOSPITAL CHARLESTON

N00232 - NAVAL HOSPITAL JACKSONVILLE

N00203 - NAVAL HOSPITAL PENSACOLA

N49872 - NAVAL MEDIA CENTER

N00259 - NAVAL MEDICAL CENTER

N00183 - NAVAL MEDICAL CENTER, VIRGINIA

N62306 - NAVAL OCEANOGRAPHIC OFFICE, MISSISSIPPI

N68047 - NAVAL REGIONAL CONTRACTING CENTER, SINGAPORE

N65538 - NAVAL SEA LOGISTICS CENTER, MECHANICSBURG

N00024 - NAVAL SEA SYSTEMS COMMAND, DC

N65540 - NAVAL SHIP SYSTEM ENGINEERING STATION, CARDEROCK DIVISION, PA

N61331 - NAVAL SURFACE WARFARE CENTER PANAMA CITY, CODE XPS1

N63394 - NAVAL SURFACE WARFARE CENTER, CALIFORNIA

N00164 - NAVAL SURFACE WARFARE CENTER, INDIANA

N00167 - NAVAL SURFACE WARFARE CENTER, MARYLAND

N00174 - NAVAL SURFACE WARFARE CENTER, MARYLAND

N00178 - NAVAL SURFACE WARFARE CENTER, VIRGINIA

N00253 - NAVAL UNDERSEA WARFARE CENTER DIVISION

N62470 - NAVFAC ATLANTIC

N33191 - NAVFAC EUROPE

N40084 - NAVFAC FAR EAST

N62478 - NAVFAC HAWAII

N62478 - NAVFAC HAWAII, IPT GOLD, ROICC

N40192 - NAVFAC MARIANAS

N40085 - NAVFAC MID-ATLANTIC

N40085 - NAVFAC MID-LANT

- N40083 NAVFAC MIDWEST
- N40083 NAVFAC MIDWEST DETACHMENT CRANE, NSA
- N44255 NAVFAC NORTHWEST, PWD EVERETT, FEAD
- N62473 NAVFAC SOUTHWEST, SPECIALTY CENTER CONTRACTS CORE
- N40080 NAVFAC WASHINGTON
- N40080 NAVFAC WASHINGTON, 47123 BUSE ROAD, B 2272
- N00104 NAVICP MECHANICSBURG PA
- N00383 NAVICP PHILADELPHIA PA
- N3258A NAVY CRANE CENTER
- N4523A NORTHWEST REGIONAL MAINTENANCE CENTER, BREMERTON, WA
- N49400 NRCC DETACHMENT BAHRAIN
- N62558 NRCC DETACHMENT LONDON
- N68171 NRCC NAPLES
- N32253 PHNSY (PEARL HARBOR NAVAL SHIPYARD) IMF
- N00102 PORTSMOUTH NAVAL SHIPYARD, NEW HAMPSHIRE
- N69078 PROCUREMENT CENTER CNRNE
- N40026 SOUTH CENTRAL REGIONAL MAINTENANCE CENTER INGLESIDE, TX
- N40027 SOUTHEAST REGIONAL MAINTENANCE CENTER MAYPORT, FL
- N55236 SOUTHWEST REGIONAL MANTENANCE CENTER SAN DIEGO
- N00030 STRATEGIC SYSTEMS PROGRAMS
- N62786 SUPERVISOR OF SHIPBUILDING, CONVERSION AND REPAIR, USN, BATH, ME
- N62793 SUPERVISOR OF SHIPBUILDING, CONVERSION AND REPAIR, USN, NEWPORT NEWS, VA
- N69316 SUPERVISOR OF SHIPBUILDING, CONVERSION AND REPAIR, USN, PASCAGOULA, MS
- N68470 U.S. NAVAL HOSPITAL OKINAWA, JAPAN
- N00161 US NAVAL ACADEMY
- N42082 US NAVAL ACADEMY
- M20364 USMC CHEMICAL BIOLOGICAL INCIDENT RESPONSE FORCE

3.3 FSCs (Federal Supply Codes)

- 10 Weapons
- 11 Nuclear ordnance
- 12 Fire control equipment
- 13 Ammunition & explosives
- 14 Guided missiles
- 15 Aircraft & airframe structural components
- 16 Aircraft components & accessories
- 17 Aircraft launching, landing & ground handling equipment
- 18 Space vehicles
- 19 Ships, small craft, pontoons & floating docks
- 20 Ship and marine equipment
- 22 Railway equipment
- 23 Ground effect vehicles, motor vehicles, trailers & cycles
- 24 Tractors
- 25 Vehicular equipment components
- 26 Tires and tubes
- 28 Engines, turbines & components
- 29 Engine accessories
- 30 Mechanical power transmission equipment
- 31 Bearings

- 32 Woodworking machinery and equipment
- 34 Metalworking machinery
- 35 Service and trade equipment
- 36 Special industry machinery
- 37 Agricultural machinery & equipment
- 38 Construction, mining, excavating & highway maintenance equipment
- 39 Materials handling equipment
- 40 Rope, cable, chain & fittings
- 41 Refrigeration, air-conditioning & air circulating equipment
- 42 Fire fighting, rescue & safety equipment
- 43 Pumps & compressors
- 44 Furnace, steam plant & drying equipment, & nuclear reactors
- 45 Plumbing, heating & sanitation equipment
- 46 Water purification & sewage treatment equipment
- 47 Pipe, tubing, hose & fittings
- 48 Valves
- 49 Maintenance & repair shop equipment
- 51 Hand tools
- 52 Measuring tools
- 53 Hardware & abrasives
- 54 Prefabricated structures and scaffolding
- 55 Lumber, millwork, plywood & veneer
- 56 Construction & building materials
- 58 Communication, detection, & coherent radiation equipment
- 59 Electrical and electronic equipment components
- 60 Fiber optics materials, components, assemblies & accessories
- 61 Electric wire & power & distribution equipment
- 62 Lighting fixtures & lamps
- 63 Alarm, signal & security detection equipment
- 65 Medical, dental & veterinary equipment & supplies
- 66 Instruments & laboratory equipment
- 67 Photographic equipment
- 68 Chemicals & chemical products
- 69 Training aids & devices
- 70 General purpose information technology equipment
- 71 Furniture
- 72 Household & commercial furnishings & appliances
- 73 Food preparation and serving equipment
- 74 Office machines, text processing systems & visible record equipment
- 75 Office supplies and devices
- 76 Books, maps & other publications
- 77 Musical instruments, phonographs & home-type radios
- 78 Recreational & athletic equipment
- 79 Cleaning equipment and supplies
- 80 Brushes, paints, sealers & adhesives
- 81 Containers, packaging & packing supplies
- 83 Textiles, leather, furs, apparel & shoe findings, tents & flags
- 84 Clothing, individual equipment & insignia
- 85 Toiletries
- 87 Agricultural supplies
- 88 Live animals
- 89 Subsistence

- 91 Fuels, lubricants, oils & waxes
- 93 Nonmetallic fabricated materials
- 94 Nonmetallic cr4ude materials
- 95 Metal bars, sheets & shapes
- 96 Ores, minerals & their primary products
- 99 Miscellaneous

3.4 Service codes used by NECO

- A Research & Development
- B Special studies and analysis not R&D
- C Architect and engineering services
- D Information technology services, including telecommunications services
- E Purchase of structures & facilities
- F Natural resources & conservation services
- G Social services
- H Quality control, testing & inspection services
- J Maintenance, repair & rebuilding of equipment
- K Modification of equipment
- L Technical representative services
- M Operation of Government-owned facilities
- N Installation of equipment
- P Salvage services
- Q Medical services
- R Professional, administrative, and management support services
- S Utilities and housekeeping services
- T Photographic, mapping, printing & publication services
- U Education & training services
- V Transportation, travel, & relocation services
- W Lease or Rental of equipment
- X Lease or Rental of facilities
- Y Construction of structures and facilities
- Z Maintenance, repair, and alteration of real property

3.5 Sample of Daily Procurement Email Sent

SAMPLE:

Registered Vendors receive an email from necoresp@ahf.nmci.navy.mil, providing brief descriptions of Solicitations posted that day (based on criteria selected in Daily Email Customization). Links will take you right to the Solicitation posted on NECO. Below is an example of our daily email.

```
SOLICITATION NUMBER: N0038300T3269
TRANSACTION PURPOSE: Original
SOLICITATION ISSUE DATE: 2000-09-20 yyyy-mm-dd
PURCHASE CATEGORY: Supplies
REQUEST FOR QUOTE TYPE: Request For Quote
DATE REFERENCE: 2000-10-20 yyyy-mm-dd
SALES REQUIREMENT: Unrestricted Procurement
HYPERLINK: http://www.neco.navy.mil/840-v5.cfm?header_key=6636730
PRODUCT DESCRIPTION:
LINE ITEM: 0001
Material Control Code: W
National Stock Number: 5120004099544
Nomenclature: DRIVER, TORQUE SET
Shelf-Life Action Code: 00
Shelf-Life Code: 0
Special Material Identification Code: NQ
Vendor's (Seller's) Part Number: 00198 CPWA30755
Vendor's (Seller's) Part Number: 75245 CPWA30755
Vendor's (Seller's) Part Number: 75245 PWC30755
QTY: 5
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When there are no solicitations/procurements matching your criteria, you will receive the following notification:

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The following is a listing of the Procurement Daily Offerings from the Navy Electronic Commerce Online - NECO. Please do not respond to this message. If you need to contact us please use our feedback form at: https://www.neco.navy.mil/links/feedback.cfm?subj=Daily_Email
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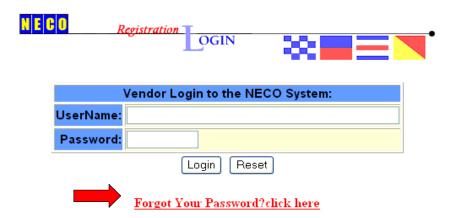
There are no solicitations today that matched your search criteria.

3.6 NECO Registration Completion

Upon completion of NECO Registration, hit the <u>Submit</u> button. An email will be sent to the vendor with their password.

Multiple company personnel may register under any one cage code to receive the daily procurement offerings. The daily email will be forwarded to the email address on individual registration. This allows for the flexibility of other company personnel to receive and view daily solicitations in the absence of personnel on travel or vacation.

At any time, if the vendor wishes to submit a bid or login into NECO and has forgotten their password, they may email at NECO Support, call the Help Desk for assistance (1 800-503-6326) or click on the registration login message, "Forgot your Password? Click here"



This below pop-up screen will appear, system will generate email to you with your password

- Enter the email address you provided at registration.
- Click the Submit button.
- NECO will match the email address you've entered with the one in your registration.
- Your username and password will be emailed immediately.

Retrieve Your Password

If you have forgotten your password, please enter your Email and we will send you your password via email.

If you have any questions, please contact NECO at 800-503-NECO(6326) or click NECO Support



4 Modify Registration

Modify Registration

Vendors may update their company's profile or modify selections for daily emails at any time. Simply click "Modify Registration" on the NECO homepage. You will be asked to enter your username and password.

This feature is nice for vendors that acquire additional line items or merge with another company to modify registrations to reflect those changes in the FSCs. Also, for change of any pertinent company information such as phone, email, address...

When a registration is modified, NECO generates an email similar to the following:

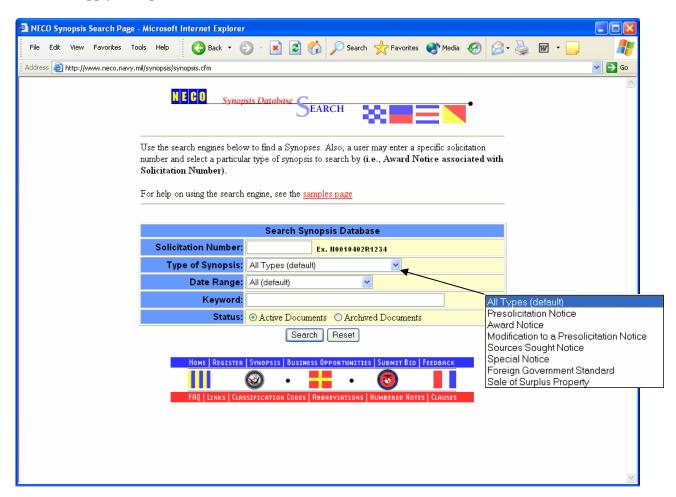
Your vendor registration information has been successfully modified on the Navy Electronic Commerce Online web site (NECO). Please use your Entity Name and Password, provided below, to login to the NECO offer submission area. UserName: NECO Password: Navy and Marine Corps Below are the selections you made for your customized daily email: Command/Site: ALL FSC Supply: ALL FSC Service: D CAGE Code: If you wish to modify your registration, go to vendor registration and click on 'modify your record'. Please do not respond to this message. If you have difficulties or questions, please use the NECO feedback form located at https://www.neco.navy.mil/links/feedback.cfm?subj=NECO_Comment.

^{*}Once again, repeat instructions above if password is forgotten.

5 Search Synopsis Database

Search Synopsis Database

This area allows Vendors to search both <u>active</u> and <u>archived synopses</u>. The database consists of <u>Presolicitation Notices</u> and modifications posted as well as <u>Award Notices</u>, <u>Sources Sought Notices</u>, <u>Foreign Government Standards</u> and <u>Sales of Surplus Property</u>. Choose your search criteria by Solicitation number, type, keyword and/or date range. Search results will be categorized by FSG (Federal Supply Group).



<u>Presolicitation Notices</u> are generally posted to notify Commercial Vendors of upcoming business opportunities. While these often include a response date, bid responses may not be submitted electronically (via NECO).

<u>Award Notices</u> may or may not be posted to NECO, it is up to the Buying activity to post award. For information regarding an Award that has not been posted, contact the Buyer listed on the original RFQ to request status.

If you are searching by solicitation number, make sure you are only entering letters/numbers. Do not use hyphens. Awards cannot be found when entering the Award/Contract number in this entry field.

5.1 Search Synopsis Database Sample pages

Search Synopsis Samples:

Sample 1:

To find an Award Notice for solicitation N1234504A1234, enter the following:

1. For the Solicitation Number:

N1234504A1234

2. Select the type of synopsis to search for:

Award Notice

3. Select the Date Range of Interest:

All (default)

4. For the keyword:

(leave blank)

5. Select the Status:

Active Documents

Sample 2:

To find all Pre-Solicitation Notes in the past 2 weeks for Supply Code 12 - Fire Control Equipment, enter the following:

1. For the Solicitation Number:

(leave blank)

2. Select the type of synopsis to search for:

PreSolicitation Notes

3. Select the Date Range of Interest:

Posted within 14 days of today

4. For the keyword:

Fire Control

5. Select the Status:

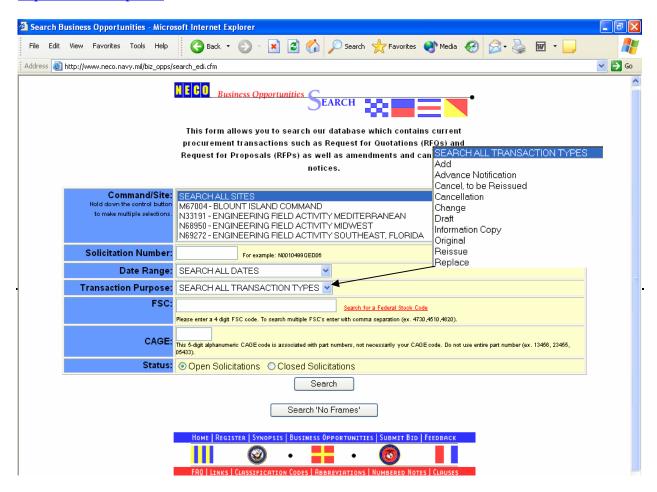
Active Documents

6 Business Opportunities

Business Opportunities Search

Open and closed solicitations may be viewed in NECO's Business Opportunities. You may search by any of the following criteria: Command/Site, Solicitation number, specified Date Range, Transaction Purpose, FSC, CAGE and/or Status.

WinZip may be required to view documents in Solicitations. Download a free trial at http://www.winzip.com.



Command/Site

To make multiple selections, hold your Ctrl key as you click with your mouse.

Date Range

Allows you to select Business Opportunities posted today, today and yesterday, or those posted within 7, 14, 21, 30, 45, 60 or 90 days of today (date searching).

Transaction Purpose

Among them are add, advance notification, cancel (to be reissued), cancellation, change, draft, duplicate, information copy, reissue and replace.

FSC (Federal Supply Classification)

A link on the Business Opportunities page, "Search for a Federal Stock Code", will provide a list of FSGs (Federal Supply Groups) and the 4-digit FSC codes for each.

CAGE

This entry is for use by manufacturers whose part numbers begin with their CAGE code. Buyers will sometimes indicate a Vendor's (Seller's) part number.

Open/Closed Solicitations

By default, Solicitations are automatically archived once they close and are removed from archives after 6 months.

Search/Search "No Frames"

The <u>Search</u> feature can be used regardless of the criteria you choose. Results are listed by Solicitation and Amendment number. Select a Solicitation by clicking on left side, the solicitation numbered to view a summary displayed on the right of the screen.

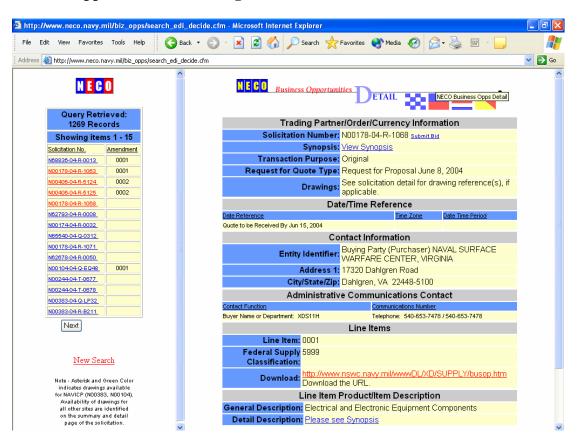
6.1 Business Opportunities Summary Page



6.2 Business Opportunities Detail Page

By clicking on the <u>Solicitation Number</u> highlighted on the <u>Summary</u> page, a more detailed page appears with all the pertinent information identified with Solicitation.

Business Opportunities Detail Page

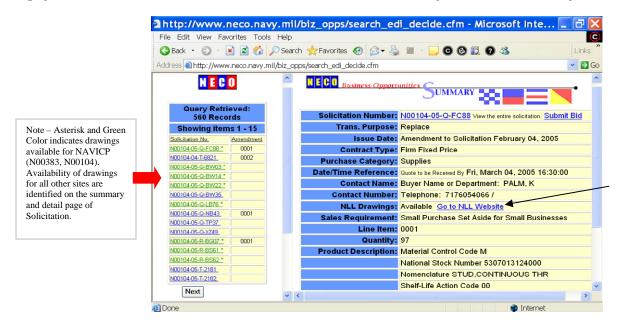


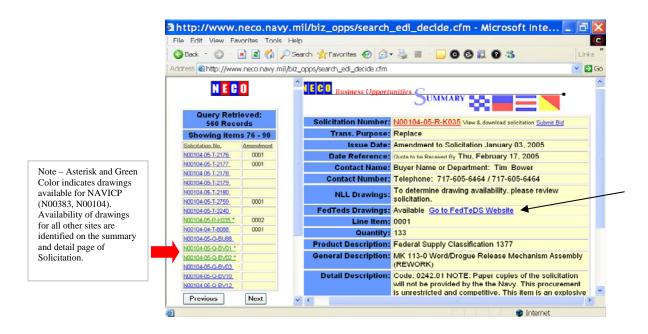
- If Synopsis is viewable, it will be highlighted View Synopsis.
- Additional downloads may be highlighted for viewing (i.e., .pdfs, URLs, .htm...formats).
- Additional Detailed Description attachments may be highlighted for vendor to view.
- Amendments may also be attached for viewing and will be indicated on the left side of both the Summary and Detailed pages under Query Retrieved Records-Solicitation Number in Amendment column or displayed under Solicitation on Detail page for Manual uploads.
- Amendments may also be attached for viewing and will be indicated on the left side of both
 the Summary and Detailed pages under Query Retrieved Records-Solicitation Number in
 Amendment column for Automated uploads. For Automated uploads, the most recent
 amendment overrides the previous one, all amendments may or may not be displayed in full
 solicitation.

6.3 Business Opportunities Drawing Information

<u>Drawings</u> will be indicated as stated below. To access drawings, click on "Go to NLL" in the Drawings column on either the Summary or Detail pages of the Solicitation. You will be hyperlinked to the Naval Logistics Library website. The NLL (Naval Logistics Library) website requires users to register for a Digital Certificate before accessing Drawings, NSNs, etc. Each NSN (National Stock Number) consists of a 4-digit classification code and 9-digit NIIN (National Item Identification Number).

In lieu of VBR (Virtual Bid Room), Solicitations on NECO that contain technical drawings will have a hyperlink indicated as "Go to FedTeds" in the Drawings column on either the Summary or Detail pages of Solicitation to direct vendor to FedTeds website site to login to retrieve drawings.





6.4 Business Opportunities Search "No Frames" Solicitations

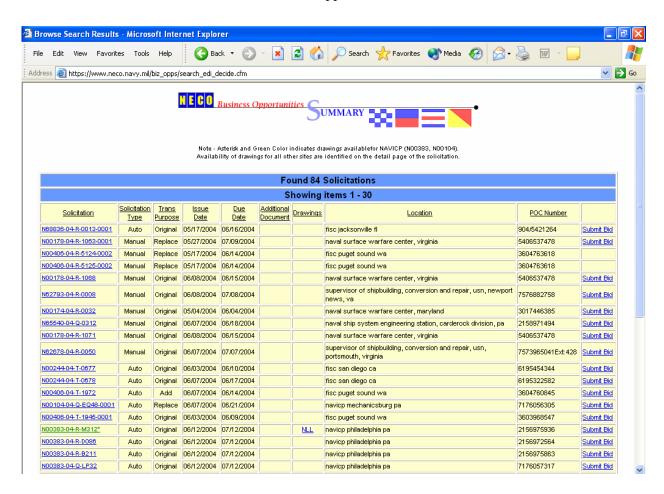
Search "No Frames"

Search "No Frames" allows you to view more information before opening the solicitation. Although this search option is only capable of returning a limited number of results, more information on each solicitation is provided 'at a glance.'

You will see solicitations by number and their associated type, transaction purpose, both the issue and due dates, additional documents, location, and POC (point of contact) phone. Criteria must be selected to minimize the amount of results will be returned. When your search has returned too many results, you will be asked to return to Business Opportunities page and click Search. You may also make selections and attempt to Search again with 'No Frames.'

To view additional information without leaving this page, hold your cursor/mouse over a solicitation number. A box will display any of the following information: NSNs (National Stock Numbers), Material Code, Shelf-life Code, Shelf-life Action Code, Nomenclature, Vendor (Seller's) Part Number, Special Material Identification Code, General Description, FSC (Federal Supply Classification), Catalog Number, Standard Industrial Classification Code Material Control Code, and/or Cognizance Symbol.

Click the Solicitation number to view Business Opportunities Detail.

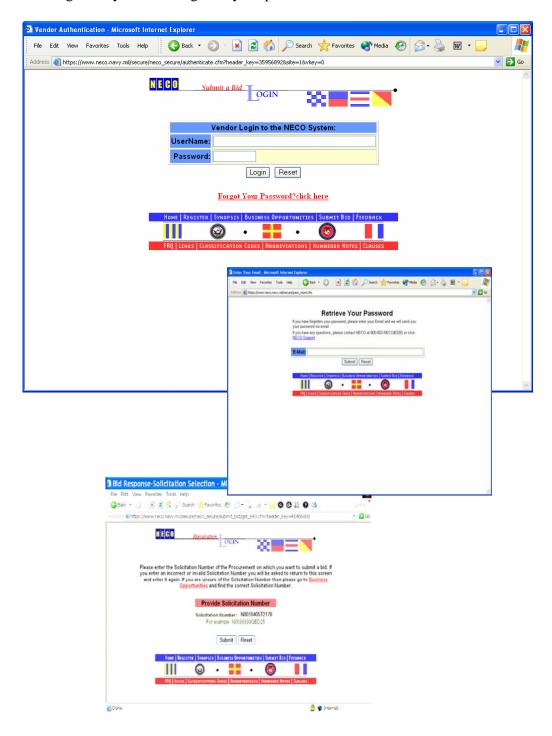


6.5 Business Opportunities Submit a Bid

Submit a Bid

Once you've reviewed the entire solicitation and associated documents, click <u>Submit Bid</u>. You may also access Submit a Bid from the Summary or Detail pages. You are required to log in, then enter solicitation number to access Submit a Bid Upload page.

Once again, if you have forgotten your password, click to retrieve.



6.6 Business Opportunities Submit a Bid Definitions Submit a Bid

Price Quote No.

This refers to a tracking number the offeror would assign to the quote. This a required field even if the Vendor does not use internal tracking numbers.

Line Items

If you would like to quote only one or some of the line items, be sure to select 'No Quote' from the drop-down menu (next to Unit Price for item you are not quoting). By leaving these entries blank, the offeror is bidding an amount of \$0.00. If your bid confirmation reflects an amount of \$0.00, contact the Buyer to request their acceptance of another bid. Help Desk personnel cannot alter your bid, nor can they view your actual quote submitted.

Delivery Lead Time

Used to indicate the length of the quote acceptance period allowed by the offeror or to specify when the midpoint of the proposed effort will be reached. Quote delivery schedule applies to all of the line items and there will be only one delivery of the total quantity. Use this area when the quote differs from the solicitation requirements or to provide information essential to the quote.

Expiration Time Period

Use the first box to specify a NUMERIC VALUE of quantity which represents the duration of time in which your offer is valid. Then select, from the drop-down list located directly beside the first box, an indicator to describe your numeric value of quantity. The drop-down list represents units of time periods or intervals. Included in the list are selections such as Calendar Days, Month, Weeks, etc... Choose one of these values to describe the numeric value you provided in the first box. These 2 elements are REQUIRED. You will not be able to submit your offer unless you have provided this information.

Expiration Relevant Date

Use this box to cite a date that is relevant to the Expiration Time Period you provided. For example, you may provide a date that is the start date of the cited activity or a date that indicates the final day in which your offer is applicable and valid (offer expiration date). This box is NOT REQUIRED. You may leave it blank. If you do provide a date, please adhere to the following date format: mm/dd/yyyy.

Bid Document

Download document from Solicitation in 'Business Opportunities.'

Complete all required fields.

Save to hard drive.

On 'Submit a Bid Upload' page, click Browse.

Locate file and click Open.

This feature is only capable of uploading a single document. If it is necessary to submit more than one Word document, save the files to a .zip folder and upload the folder. Your bid will be sent to the Buyer via email.

6.7 Business Opportunities Submit a Bid Sample

If a form is provided, but won't allow you to type in the form (it is locked or password protected) you must print the form, fill it out, and submit via fax or mail. We recommend contacting the Buyer for a fax number or mailing address and inform them you will be sending your proposal, if they are not present on the original Solicitation.

Some documents are protected, only allowing you to provide some of the information. In this case, you are required to print the document/form, complete, and submit via fax, email, or mail. We recommend you contact the Buyer (listed on the original RFQ) and notify them you will be sending. Before doing so be sure to read over the entire solicitation as it may provide acceptable methods of submitting your quote. Faxed copies are not always accepted.

If a form is not provided, but the Submit a Bid page has upload capability, the Vendor must create a document. In addition to information the Buyer is requesting, Vendor should include company name, authorized representative, telephone number and CAGE code.

On Submit a Bid Upload page, there are boxes under Clause References. These entries should be left blank, unless the offeror disagrees with the Clauses.

See Sample below.



The below solicitation may contain clauses which require information to be provided by the offer originator. Failure to provide the required information could preclude the offeror from receiving a contract award. Clauses which address representations and certifications are of particular importance.

If you would like assistance in filling out this form and submitting it or If you have any questions, please contact NECO at 800-503-NECO(6326)

All items denoted with an * are required.

Vendor Registration Information Entity Name: Target Systems 0AB23 DUNS Number: 111111111 Address: 6 State Road, STE 111 City: Mechanicsburg State or Province/Country: PA USA Communication Number1: 717-123-4567 E-mail: neco@target-sys.com Location Description:

A	authorized Representative				
* Authorized Representative:					
* Telephone No:					
Trading Partner/Order/Currency Information					
Solicitation Number:	N00104-05-Q-DD13				
Transaction Purpose:					
	Request For Quote 05/10/2005				
Bid Reference and Date:					
	Bid Without Exception				
Contract Type:					
Purchase Category:	Reference Numbers				
Reference Number	Reference Numbers		Description		
Standard Industry Classification (SIC) Code 3672					
Purchase Requisition No. 051250006 Defense Priorities Allocation System (DPAS) Priorities	rity Pating DOA3				
The Strand Getmont is not setter the burnt in the Pot and Strand Strand Strand County Strand County Strand	ity Rating DOAS				
*Price Quote No.	Deta/Time Reference				
Date Reference	Date/Time Reference	Date Time Perio	d		
Quote to be Received By 06/09/2005	Local Time	Date Time Fend	<u>u</u>		
	Delivery Lead Time				
* Lead Time:	From Date of Award to Date of Latest Deliv	ery			
* Time Period:	30 Calendar Days				
Relevant Date:	Date Format = mm/dd/yyy	/V			
Quote Expiration Date					
* Expiration Lead Time:	From Required-By Date to Expiration	Date			
* Expiration Time Period:	As Required				
Expiration Relevant Date:	Date Format = mm/dd/yyy	M			
Clause References					
Reference Number	Oldase References	Date	Description		
Clause Number NAVICPHA07		03/01/2004	N00104		
REPAIR PRICE NOT AVAILABLE (UPO/UCA-BO	A);\$100K (MAR 2004) 9 x				
Federal Acquisition Regulations (FAR) 52.219-1 05/01/2004					
SMALL BUSINESS PROGRAM REPRESENTATIONS (MAY 2004)[3][]]					
Federal Acquisition Regulations (FAR) 52.211-14		09/01/1990			
NOTICE OF PRIORITY RATING FOR NATIONAL DEFENSE USE (SEP 1990) 1 x					

Line Items					
Line Item:	0001				
Product Description:	National Stock Number 5998014716120				
	Material Control Code E				
	Shelf-Life Code 0				
	Shelf-Life Action Code 00				
	Nomenclature CIRCUIT CARD ASSEMB				
	Vendor's (Seller's) Part Number 66935 031-01574D				
Line Item Delivery Lead Time					
* Lead Time:	From Date of Award to Date of Latest Delivery				
* Time Period:	30 Calendar Days				
Relevant Date:	Date Format = mm/dd/yyyy				
Sub-Line Items					
Sub-Line Item:	0001AA				
Quantity:	2 Each				
Unit Price:	i.e. 1234.56 Quoted				
Messages:					
I have read the entire solicitation and have provided the information that was requested. I fully understand that failure to provide the required information will eliminate my company from consideration of receiving a contract award.					
landie to provide the required information will eliminate my company from consideration of receiving a contract award.					
Submit Reset					
Home Register Synopsis Business Opportunities Submit Bid Feedback					
FAQ Links Classification Codes Abbreviations Numbered Notes Clauses					

IMPORTANT

The below box is required to be checked to Submit Bid. An error message will appear if this is not checked.

I have read the entire solicitation and have provided the information that was requested. I fully understand that failure to provide the required information will eliminate my company from consideration of receiving a contract award.

Bid Confirmation

Upon submitting a bid, you are provided the option of viewing a printable Bid Confirmation. A message will pop-up stating, "Successfully Submitted". An email will be forwarded to you for confirmation of receipt. You may contact the Help Desk for a verbal Bid Confirmation; however the Help Desk cannot view bids or contracts.

7 Miscellaneous NECO Website Pages

Additional NECO Website Pages:

Submit Feedback

You may contact the NECO Help Desk via email by clicking Submit Feedback at any time.

FAQs/Frequently Asked Questions

The below topics are addressed in detail, by clicking on each subject area.

- Business Opportunities
- Buyer Solicitation from SPS
- Buyer Registration
- Buyer Static Solicitation Upload
- Electronic Data Interchange (EDI)
- General (What is needed to access and utilize Navy Electronic Commerce Online)
- Information for Small Business
- Security
- Vendor Static Solicitation Download

Associated Links

This page supplies references to Clauses, Regulations and Specs, with hyperlinks to the FARS/DFARS, NMCARS and various associated links, as well as Electronic Commerce, Press Releases and additional sources of Navy Business Opportunities. To access the sites listed, simply click on the name.

Classification Codes

You will find a list of Service and Supply Code Titles used by the Navy.

Abbreviations

Click Abbreviations to view common abbreviations and acronyms used.

Numbered Notes

Refer to Numbered Notes for those used in Common Business Daily Announcements.

Clauses

Here you may sort information by number, title or date. Links to Clause References are also located on the links page. Among them are the following: Defense Federal Acquisition Regulations Supplement (DFARS), Navy Marine Corps Acquisition Regulation Supplement (NMCARS), Department of Defense Single Stock Point for Military Specifications and Standards (DODSSP), and Naval Inventory Control Point (NAVICP) Clause References/Local Clauses.

Frequent Questions concerning NECO:

Q. I am no longer receiving daily emails, but none of my information has changed.

A. Internet Service Providers sometimes mistake NECO's Daily Notices for spam and block us. Contact your ISP before consulting the NECO Help Desk.

Q. How can I view information on a Solicitation that has closed?

A. By default, Solicitations automatically archive on the closing date and can be found by searching closed Solicitations.

Small Businesses

Navy SADBU (Small and Disadvantaged Business Utilization Office) http://www.hq.navy.mil/sadbu

Department of Defense PTAC (Procurement Technical Assistance Centers) https://www.dla.mil/db/procurem.htm

Drawings

Federal Technical Data Solution (FedTeDS) https://www.fedteds.gov/

Fed Biz Opps

Homepage http://www.fbo.gov/

Award Notices http://www.fbo.gov/spg/index.html

NAVICP (Naval Inventory Control Point) Philadelphia/Source Development Department https://www.navsup.navy.mil/pls/p5star/docs/PAGE/NAVSUP/OURTEAM/NAVICP/BUSINESS_OPS/TAB 153298/SAR%20BROCHURE%20SPARES.DOC